

# Levels of Training

## Manager Core Classes Levels 1 and 2

MDT 1000 **The Art of Leadership** 8hrs  
MDT 1015 **Strategic Planning**; MDT 1025 **Budgeting Process** 8hrs  
(Both of these classes must be taken on the same day)

**PLN1010 Project Management** 12 hrs **AZGU**  
MDT 1030 **Managing Your Business Risk** 4hrs  
MDT 1065 **Procurement Fundamentals** 4hrs  
MDT 1080 **Performance Measures** 4hrs

Employee must complete these courses within 6 months of assuming the duties of a Manager/Middle Manager.

## Supervisor Core Classes Level 3

MDT 1070 **Operational Management** 4hrs  
GEN 5136 **Selection Interviewing** 4hrs  
**AZGU Supervisory Academy** 40hrs **AZGU**  
(13 Classes & Practicum, see schedule at [www.azgu.gov](http://www.azgu.gov))

Employee must complete these courses within 6 months of assuming the duties of a Supervisor.

## Lead Core Classes Level 4

MDT 1090 **Substance Abuse** 4hrs  
MDT 1095 **Preventing Violence in the Workplace** 4hrs  
MDT 1041 **EEO/AA/ADA for Managers/Supervisors/Leads** 4hrs  
(take this class once then the Refresher every 3 years)  
MDT 1042 **EEO/AA/ADA Refresher for Managers/Supervisors/Leads** 2 hrs

Employee must complete these courses within 6 months of assuming the duties of a Supervisor.

### New Employees

GEN 5120 **ADOT New Employee Orientation** 4hrs  
**HRD 1020 Preventing Inappropriate Behavior & Workplace Harassment** (take this class once, then Preventing Sexual Harassment Refresher every 5 years) 4hrs **AZGU**  
MDT 1045W **Preventing Sexual Harassment Refresher** (on-line every 5 years) 3hrs  
MDT 1098 **Introduction to Storm Water Management** 3 hrs  
**LAW 1005 Diversity** (every 5 years) **AZGU** 4hrs  
MDT 1075W **Fire Safety** (on-line) (**annually**) 1hr  
GEN 1335W **Computer Security Awareness** (on-line every 2 years) 1hr  
MDT 1050W **Ethics** (on-line) 1hr  
**PHI 1001 Ethical Issues in the Public Sector** 4hrs **AZGU**  
**LAW 1002 Fair Employment Practices** (formerly EEO/AA/ADA) 4hrs **AZGU**  
**CSA 2260 Microsoft® Outlook 2000 Introduction AZGU - Lab** 7hrs  
**CSA 2110 Microsoft® Outlook 2002 Introduction AZGU - Lab** 7hrs  
GEN 1335 **Outlook Intro to E-mail** 4hrs  
All employees must complete these courses within 6 months of initial hire date.

### ADOT Corporate Training: All Employees (If applicable)

GEN 5025 **Defensive Driving** 4hrs  
GEN 5030 **Van Safety** 1 hr ( classroom)  
GEN 5136 **Selection Interviewing** 4hrs  
GEN 1353W **Telecommuting** (on-line) 1hr  
TCH 1161 **NIMS IS 700** (on-line)  
TCH 1163 **NIMS IS 100** (on-line)

All Employees, for classes that are applicable, must complete courses within 6 months of initial hire date.

For information and/or enrolling in any classes at the Arizona Government University go to [www.azgu.gov](http://www.azgu.gov) or call 602-771-2948